

# ORDER INFORMATION

## CUSTOMER INFORMATION:

### 1a. Special Item Numbers (SIN)

CONTRACT NO. GS-28F-0022J:

- 71-301 Complete Daycare, Preschool and Classroom Solutions  
Pages 2-7,9-36,38-46,49-54,56,58-60,64-67,72,77-80,82,87-96,101-102,130,133-138,141,150-152,154,169-170,173-175,184-186,189
- 71-302 Training Room, Auditorium and Theater Furniture  
Pages 2-3,6-11,17-18,27,36-40,44-54,56-71,121,182,188
- 711-2 Worksurfaces, Workstations, Computer Furniture and Accessories  
Pages 72-75,83-86,105,129-130,148,150,152,154-157,167,175,183-184,186-189
- 711-3 Filing and Storage Cabinets, Shelves, Mobile Carts, Dollies, Racks and Accessories  
Pages 171-172,182
- 711-11 Tables and Accessories  
Pages 42-43,80-81,83-96,105,107-120,122-125,129,148,168,180,182,184,187-189
- 711-18 Multipurpose Seating  
Pages 177-178
- 711-19 Stacking Chairs, Folding Chairs, and Dollies or Trucks Designed to Support Stacking and Folding Chairs  
Pages 139-144,180
- 711-99 Introduction of New Services/Products (INSP)
- 71-1 Packaged Office

### 1b. Identification of the lowest priced model number and lowest unit prices for that model for each SIN:

SIN	Model	Price
71-301	FLAGHOLD	\$3.29
71-302	UBOOK	\$9.31
711-11	66GLD	\$9.31
711-18	2635	\$273.31
711-19	162	\$22.61
711-2	UGANG	\$13.63
711-3	MMKEY	\$8.31

### 1c. Hourly Rates: Not Applicable.

### 2. Maximum Order:

Contract No. GS-28F-0022J  
\$50,000 net

### 3. Minimum Order -

FOB-Origin: No Minimum  
FOB-Destination: \$1,000 minimum (see Item #12a)

### 4. Geographic Coverage - 48 contiguous states and District of Columbia

### 5. Production Points:

Highway 65, South 2027 Harpers Way  
Conway, AR 72032 Torrance, CA 90501  
(Faulkner County) (Los Angeles County)

### 6. Discount: Prices shown herein are net (discount deducted).

### 7. Quantity Discounts:

Discounts have already been figured in this NET Price List. Net prices are based on the following GSA negotiated discounts:

Net Volume	FOB-Origin	FOB-Destination
\$1 - \$1,000	66.75%	N/A
\$1,001 - \$7,499	66.75%	61.76%
\$7,500 - \$14,999	68.5%	63.77%
\$15,000 - \$29,999	70.25%	65.79%
\$30,000+	72%	67.8%

Discounts have been rounded to the nearest tenth

### 8. Prompt Payment Terms: 1% 20 days, net 30 days

### 9. Government credit cards are accepted for both below and above the micro-purchase thresholds. No prompt payment discounts for credit cards.

### 10. Foreign Items: 66GLD

### 11a. Time of Delivery: 30-90 days after receipt of order (ARO) or sooner.

### 11b. Expedited Delivery: Quick Ship furniture is identified in bold print throughout this price list, and will be ready to ship within 10 business days or less. To receive Quick Ship service your purchase order must contain only Quick Ship items.

### 11c&d. 2-Day Overnight and Urgent requirements - contact VIRCO INC. for information and availability.

### 12a. FOB-Destination: Standard Delivery transportation charges have already been included at the following rates:

15% of the product net cost for orders under \$50,000

The minimum order amount for FOB-Destination terms is \$1,000. For orders under \$1,000 use FOB-Origin prices and add \$150 for shipping charges.

### 12b. FOB-Origin: FOB-Origin prices are available from warehouses in Conway, Arkansas and Torrance, California. Prices for orders with a net volume of under \$7,500 are shown in this price list. Please contact Virco Inc to verify prices on orders of \$7,500 or greater.

### 13. Ordering Address:

Virco Inc.  
Attn.: Government Order Section  
P.O. Box 5000  
Conway, AR 72033-2203

Alternately, at Virco's discretion, orders may be sent to Virco c/o Authorized GSA Representative. In all cases, the "Remit To" address as it appears below (item #14) must be clearly shown.

# ORDER INFORMATION

14. Payment Address (Remit To):  
Virco Inc.  
P.O. Box 677610  
Dallas, TX 75267-7610
15. Warranty: Ten Year Limited Warranty, refer to page ix for details and provisions.
16. Export Packing Charges: Available upon request.
17. Terms for Credit Cards: None. Refer to Item #9.
18. Terms for Rental, Maintenance, and Repair: Not Applicable
19. Terms for Installation: Call for Pricing.
20. Terms for Repair Parts: Call for Pricing.
21. List of Service and Distribution Points: Call for Listing.
22. List of Participating Dealers: Call for listing.
23. Preventative Maintenance: See CARE & USE INSTRUCTIONS on page ix.
24. Environmental Attributes: Virco has a distinguished record of achievement in the field of recycling. In addition to receiving many state and national awards, including GSA's 2002 Evergreen Award, Virco has provided technical know-how to a number of organizations that wished to start their own recycling programs.
25. Data Universal Number System (DUNS) number: 059637710
26. Virco Inc. is registered in the Central Contractor Registration (CCR) database under the following DUNS numbers:  
  
059637710 Conway, Arkansas  
008289530 Torrance, California
27. Cancellation Charge: Prior to production, no cancellation charge will apply. After production, only actual cost incurred that the contractor can demonstrate if items are not sold after 6 months.
28. Restocking Charge: The restocking charge will not exceed 10% of the net cost for items returned for other than warranty provisions. Agencies must notify contractor for authorization prior to returning items. Customer is responsible for paying return shipping charges.

## TO CALCULATE PRICING:

Start with the FOB-ORIGIN column. Using these prices, figure your total order value.

This is your final price if the order is under \$1,000.

If you prefer, Virco will prepay and add \$150 to your invoice to cover shipping and handling.

If your order totals \$1,000 or more, you have the option of using FOB-DESTINATION prices.

Go to the appropriate DESTINATION price column. This is your final price.

If your order totals \$1,000 or more and you prefer FOB-Origin pricing, call Virco to get your price.

# COLORS, FINISHES, AND UPHOLSTERY MATERIALS

Our price list describes over 6,000 skus of educational and institutional furniture. We have selected the most popular colors and finishes as noted by customer orders and made them an important part of our offering.

Virco offers three distinctive product color programs, all of which are driven by lead-times. When evaluating your needs, please consider the various lead-times for each color palette.

Also, because our peak delivery season is during the summer months, extended lead-times may apply for all color programs during that time. Please consult with your local Sales Representative if you have questions regarding specific color combinations and lead-times.

## 1. **QUICK SHIP**

For customers requiring expedited delivery, we offer over 350 varieties of our most popular items in our Quick Ship program. These items and their specific color combinations are highlighted in bold print throughout our price list, and will be ready to ship within 5-10 business days.

NOTE: To receive Quick Ship service, your purchase order must contain only Quick Ship items. Mixed orders of Quick Ship and Standard furniture will ship within the standard four-week lead-time.

## 2. **STANDARD**

These popular colors, finishes and upholstery materials can be used without minimums across most models and series in this price list. These colors and combinations will be ready to ship in four weeks or less except during our peak summer season, when some models may take longer.

Refer to pages vi and vii to review the list of Standard colors.

## 3. **DESIGNER OPTIONS**

Many Virco products also come in an exciting array of Designer Options. Depending on lot size, material availability and the time of year, products with Designer colors may ship in four weeks, or may require extended lead-times, especially during Virco's peak summer season. Please ask your Virco Sales Representative for the current lead-time on Designer Colors.

Refer to pages vi and vii to review the list of Designer Options colors.

Even with these expanded programs, if you don't find the exact color, finish or upholstery material you need, please let us know and we will do our best to meet those needs. We handle hundreds of special requests each year and look forward to working with you in this regard.

NOTE: Special requests for colors, finishes, or upholstery materials not listed in our three programs above may incur a longer lead-time. Those requests would be considered Custom and their lead-time driven by the supplier and by seasonality, particularly during our peak summer season. Consult with your Sales Service Representative for more information.

# GENERAL INFORMATION

## GUIDELINES FOR STACKING & MOVING FURNITURE

The number of pieces of furniture that can be safely stacked or moved on Virco's mobile storage equipment will vary depending on many factors, including the furniture's height, weight and general design; the speed at which the unit will be moved; the terrain over which it will travel; and the strength of the operator(s). Care should be taken not to stack to the point of unsteadiness. Virco recommends starting with small, easily handled loads and adding one to two pieces of furniture at a time to determine the safe capacity for each set of conditions. Use Virco mobile storage equipment with appropriate Virco furniture only.

## CARE & USE INSTRUCTIONS

NOTICE: To prevent structural failures and possible injury, furniture should not be used other than for its intended purpose and should be inspected regularly for loose or missing screws or rivets, metal fatigue, cracks, broken welds, missing attachments, loose staples and general instability. Furniture that is damaged or appears to be unstable should immediately be removed from service, reported to the facility manager and replaced or repaired. Repairs should only be made using factory-authorized parts and methods. For information on furniture maintenance, or to report furniture which requires service, call Virco toll-free at 1-800-448-4726. Furniture should be wiped down with mild soap and water as needed.

## LIMITED WARRANTY

Virco warrants that its products shall be free of all substantial defects in original material and workmanship that may become evident within ten (10) years from the date of purchase and (5) years from date of purchase on torsion bars. This limited warranty does not cover apparent defects caused by abusive or abnormal use of the product, or failures resulting from inadequate inspection and maintenance. Virco may repair or replace, at its option, any portion of the subject product which proves to be defective under the terms of this limited warranty at no further cost to the buyer. THERE ARE NO IMPLIED WARRANTIES OF FITNESS OR MERCHANTABILITY, AND THERE ARE NO OTHER EXPRESS WARRANTIES BEYOND THE WARRANTIES EXPRESSED HERE. Virco shall be liable under this limited warranty only for the cost or, at its option, the repair or replacement of defective products. All incidental or consequential damages which may arise, including but not limited to business losses, personal property damage, and third party liabilities are hereby expressly excluded. Also expressly excluded under this warranty are glides, vinyl and fabric upholstery material, except as may be offered by the mill source.

## UPHOLSTERY TESTING

The following Virco upholstery materials pass California Technical Information Bulletin 117, Section E: Baja vinyl, Bastille fabric, Confetti fabric, Express fabric, Linen vinyl, Pacifica fabric, Sedona fabric, Select vinyl, and fabric for Sage™ Series upholstered seating models.

## FURNITURE WITH OAK FINISH

Virco's Oak finish highlights the grain and color accents of each furniture item. Because they're crafted from natural hardwood, no two pieces of Oak furniture have exactly the same grain pattern and color; instead, variations in grain and color result in uniquely complementary furniture groupings.

## 60", 72" AND 84" BOOKCASES

To avoid the risk of a serious tip-over accident, these bookcases must be securely anchored to a wall. Refer to the assembly instructions for more information.

## HEALTHY KIDS™

Healthy Kids™ products help promote better air quality in our children's classrooms and enable you to make healthy choices for your early learning environment. Good for this generation and many more to come, Healthy Kids products include some or all of these features and benefits:

- GREENGUARD® certified Tuff-Gloss Finishing System™
- Natural Hardwood Plywood
- Certified CARB-2 Compliant
- CPSIA Compliant
- Heavily Rounded Edges & Corners
- Glue-Dado-Pin Construction
- Tip-Me-Not™ Doors
- Pinch-Me-Not™ Hinges
- You may qualify for LEED® credits

# GENERAL INFORMATION

## PRODUCT DEVELOPMENT

Virco's exciting 2013 new product introductions begin with our complete line of Civitas™ chairs, stools, table tops and bases. Designed to meet the furniture needs of common areas in K-12 schools, colleges and universities — and other venues where people gather — Civitas provides comfortable, visually coordinated seating and table solutions for food service environments, lounges, student unions and related settings.

For 2013, we're also launching several additions to our versatile TEXT® collection, including 24" wide seminar tables with extra work surface space to complement our popular 20" wide models. Other selected TEXT models now feature a convenient 6" deep wire trough for enhanced wire and cable management; because the wire trough has a hinged rear door, all these tables have an uninterrupted work surface.

Other 2013 introductions range from new oval mobile tables for cafeterias and lunchrooms to an array of metal filing and storage items — including file credenzas, wardrobe towers and new Parameter® and 53 Series mobile pedestal configurations — for office and educational environments.

Like the new items mentioned above, other recent Virco product additions, like Sage™ Contract chairs and HWT Technology tables, offer unsurpassed performance and value, as well as GREENGUARD certification for indoor air quality. And we're working on even more new products for 2014!

If you have a new product suggestion that you'd like to share with us, please contact Randal Smith, Virco's Vice President of Marketing & Corporate Stewardship, at 310-533-0474, extension 3492.

## PRODUCT EVALUATION & TESTING


As a service to our customers and to assure superior levels of quality control, Virco tests and evaluates our products according to rigorous standards. Virco's product evaluation program includes applicable performance testing for strength, durability and stability as established by the Business and Institutional Furniture Manufacturer's Association and accepted by the American National Standards Institute.

## ANSI/BIFMA TESTED

Virco's Ph.D.®, Ultrastack™, Virtuoso® and 8800 Series chairs; model 2018, 2260PGC, 264517, 264617, 266017GC, 266017GCLS, 3018, 3860GC, 3860GCLS, 3318, 4300, 4301, 8915, 8917, 8925, 8926, 9018, 9018P, 9618, 9260GC, 9260PGC, 9260GCLS, N318, N3LAB, N3TASK18, N918, N9LAB, N9TASK18, SG418, SG419, SGCANT18, SGCANT18FG, SGCANT18FGSG, SGTASK18, SGLAB, SG418TAFBR, ZCANT18, ZCANT18FG, ZCANT18SG, ZFRD418BR, ZFRDCANT18, ZFRDCANT18FG, ZFRDCANT18SG, ZLAB, ZTASK18 and ZU418 chairs; model 2645TAF, 3700BR and ZU418TAFBR tablet arm chairs; model 1221927SG and 1222533SG stools; model 2800PN, 73325, 73325M, 73327, 73327M, 73330, 73330M, 751, 751M, 765, 785, 785M, 785DDMBB, 785DDMBBM, 785MBB, 785MBBM, 792026BB, 792026BBM, 792448BB, 79HEXM, 79OCTM, 871, 871M, 878, ZADJ2026BOXM, ZADJ2031BOXM, ZDESKM, ZDESK2260, ZHEXBRTM and ZOCTM desks; TEXT®, Lunada®, 6000, 6100 (Core-a-Gator®), 62000, 6800, 7900, 8700 and Future Access® Series tables; round and rectangular 4000 Series tables with standard-height legs; round, rectangular and racetrack Plateau® tables; Plateau desks and overhead storage units; 53 Series desks and returns, and Flip-Top Technology tables; Parameter® desks and returns, mobile pedestal units; free-standing vertical file models 53VF152D, 53VF154D, 53VF182D and 53VF184D; and lateral files included in this catalog have passed applicable performance tests for strength, durability, and stability as established by the Business and Institutional Furniture Manufacturer's Association International and accepted by the American National Standards Institute.

# VIRCO AND THE ENVIRONMENT

## GREENGUARD®

Hundreds of Virco furniture models have earned indoor air quality certification according to the stringent GREENGUARD® for Children and Schools Program. When this icon  is shown at the bottom of a page in this price list, all products on that page are GREENGUARD certified. For the most current listing of Virco's GREENGUARD-certified products — including models that may have been certified since the publication of this price list — go to [www.greenguard.org](http://www.greenguard.org) and click on the Find Products link.

To search the Greenguard Product Guide for Virco's Greenguard-certified products, be sure to search by the series name (for example, ZUMA®) or series number (for example, 3000 Series) rather than by specific model numbers (for example, ZU418 or 3018) since the search function will not recognize Virco model numbers.

The Greenguard Product Guide also has printable Greenguard certificates for Virco's Greenguard-certified furniture items. Please note that these certificates refer to Virco product groups (for example, ZUMA 4-Leg Chairs, ZUMA Cantilevered Chairs, and ZUMA Mobile Chairs) rather than to specific model numbers.

The widely recognized GREENGUARD Certification Program<sup>SM</sup> is a third-party, industry-independent testing program that evaluates low-emitting materials and products. To date, over 100 manufacturers — including Virco — provide customers with GREENGUARD Indoor Air Quality Certified® products.

## LEED®

Many of Virco's customers are interested in the LEED® program. LEED, which stands for Leadership in Energy and Environmental Design, is a program of the non-profit U.S. Green Building Council. LEED is a well-known standard for environmentally-friendly buildings.

Virco furniture can help you earn points under the LEED for Schools and rating systems. Hundreds of Virco's Greenguard-certified products can help you earn an Indoor Air Quality (IAQ) credit under the LEED for Schools rating system. Depending on the project, Virco furniture can also help you earn LEED credits for Materials & Resources (MR). ZUMAFrd™ and Virco's other Greenguard-certified products are well suited to green building projects. Virco's Take-Back program can also help reduce the environmental impact of a renovation project.

For any questions about how Virco products can help your building project earn LEED points, please contact your Virco Sales Representative; or contact:

Bob Roskos, Corporate Copywriter, at [bobroskos@virco.com](mailto:bobroskos@virco.com), or at 310-533-0474, Ext. 3485.

## WASTEWISE

The U.S. Environmental Protection Agency's WasteWise program -- according to its website -- "helps organizations and businesses reduce waste and practice sustainable materials management through the prevention and recycling of municipal solid waste (common household and business waste) and select industrial materials."

Virco joined the EPA's WasteWise Program as a charter member in 1994. Over the years, we've been privileged to receive a number of WasteWise honors, including: WasteWise Program Champion (1998, 1999 & 2001); WasteWise Partner of the Year for Large Businesses (2000 & 2002); and WasteWise Climate Change Partner of the Year (2002). In 2003, Virco was designated as a charter member of the WasteWise Hall of Fame.

If your organization isn't already a member, we strongly encourage you to join WasteWise; information is available at:

<http://www.epa.gov/epawaste/conserv/smm/wastewise/about.htm>.

## TAKE-BACK PROGRAM

Through this ground-breaking program — launched in 2006 — Virco takes back out-of-service furniture from qualifying schools, colleges and universities and recycles the components. Some of this recycled material can then be included in the Fortified Recycled Wood™ that's used to make seats, backrests and work surfaces for our highly sustainable Telos® and ZUMAFrd furniture. For more on Virco's Take-Back program, go to [www.virco.com](http://www.virco.com) and see the press release entitled "Virco Launches Trail-Blazing Take-Back Program." You can also contact:

Bob Roskos, Corporate Copywriter, at [bobroskos@virco.com](mailto:bobroskos@virco.com), or at 310-533-0474, Ext. 3485.

## CASH FOR CARDBOARD

Virco's "Cash for Cardboard" Program helps 35 schools near our Conway, Arkansas facility reap the benefits of recycling. Virco builds recycling bins for these schools, collects their cardboard and transports it to a recycling vendor, then returns the proceeds to the schools. To date, the Cash for Cardboard Program has enabled these schools to earn over \$100,000. For more information about Cash for Cardboard, contact:

Bob Roskos, Corporate Copywriter, at [bobroskos@virco.com](mailto:bobroskos@virco.com), or at 310-533-0474, Ext. 3485.